

Grants Management

For Programs Operating via WebGrants



*Provided by the
Michigan Supreme Court
State Court Administrative Office*

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Introduction

The State Court Administrative Office (SCAO) welcomes Michigan trial courts to apply for the various state and federally funded problem-solving court grants available through its Trial Court Services division. Grants are available to both current and future court programs related to the use of therapeutic jurisprudence dealing with drug-, alcohol-, and mental health-related charges. This manual provides basic information related to the various types of funding opportunities, the application requirements, and also the mandatory reporting requirements of the grant programs.

For jurisdictions looking to create new programs, a checklist to provide assistance with planning and development is available [here](#). Additional links to development and implementation manuals can be found in Appendix A.

Types of Funding Opportunities

State Court Administrative Office/Office of Highway Safety Program Grant Program

(SCAO OHSP): Administered by SCAO from funds received from the Michigan State Police, Office of Highway Safety Planning (OHSP), the SCAO OHSP grant program is funded by the National Highway Traffic Safety Administration (NHTSA) Catalog of Federal Domestic Assistance (CFDA) 20.601, and provides funding for planning and implementation grants for new or expanding driving while intoxicated (DWI) treatment courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084. Grantees may apply for SCAO OHSP funding for up to three years; programs that have received three years of funding are eligible to apply for one year of step-down funding. In the step-down funding year, programs may request up to fifty percent of the award amount that the program received in its third year.

Edward Byrne Memorial Justice Assistance Grant (BYRNE JAG). Utilizing federal funds made available through a grant from the Michigan State Police CFDA 16.738, Byrne JAG funding assists jurisdictions with fully operational drug or DWI courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084, and target prison-bound felony offenders as identified by straddle or presumptive cell placements according to the Michigan Sentencing Guidelines. Grant applicants will be given priority based upon the percentage of their open cases that are straddle or presumptive cell participants, and the total number of straddle and presumptive cell participants served by the program as illustrated in the chart below, with darker shades indicating a greater likelihood of receiving an award:

Byrne JAG Grant Award Preference Chart						
Number of Straddle or Presumptive Cell Participants		Percent of Open Cases that are Straddle of Presumptive Cell Participants				
		>50	49-40	39-30	29-20	<20
	>40					
	39-30					
	29-20					
	19-10					
	<10					

Michigan Drug Court Grant Program (MDCGP). SCAO provides funding for existing drug or DWI courts through funding appropriated annually by the legislature. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084, and may operate as an adult, juvenile, family dependency, or DWI program to receive funding from the MDCGP.

Michigan Drug Court Grant Program Planning Grant (MDCGP-Planning). SCAO provides funding assistance for jurisdictions that are interested in establishing a new drug or DWI court and are in the early stages of planning. Funding is appropriated annually by the legislature. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources available for operational programs. Applicants must refer to MCL 600.1060 through MCL 600.1084 when completing the application to ensure that the drug or DWI court program will be designed in compliance with statutory requirements. Letters of support from key team members must be attached to the grant application for funding consideration.

Michigan Mental Health Court Grant Program (MMHCGP). SCAO provides funding assistance for the planning and operation of mental health courts. Funding is appropriated annually by the legislature. Courts must partner and collaborate with Community Mental Health Services Programs (CMHSP) through a single joint application to be eligible for SCAO funds. Programs must ensure compliance with the statutory requirements of MCL 600.1090 through MCL 600.1099a; must target participants that have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services.

Michigan Mental Health Court Grant Program Planning Grant (MMHCGP-Planning). SCAO provides funding assistance for jurisdictions that are interested in establishing a new mental health court and are in the early stages of planning. Funding is appropriated annually by the legislature. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources for operational funding. Applicants must refer to MCL 600.1090 through MCL 600.1099a; must intend to target participants that have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services. Letters of support from key team members must be attached to the grant application for funding consideration.

Michigan Mental Health Court Regional Grant Program (MMHCGP-Regional). SCAO provides funding assistance for regional mental health courts that have completed the planning phase or are fully operational. Funding is appropriated annually by the legislature. Regional mental health courts are distinguished from other mental health courts by the number of geographically distinct jurisdictions participating in a single, joint program. Examples of regional mental health court designs are:

1. Two or more circuit courts participating in a single regional mental health court.
2. Two or more district courts from different counties participating in a single regional mental health court.

3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional mental health court.

Programs must maintain compliance with the statutory requirements of MCL 600.1090 through MCL 600.1099a; must target participants who have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services.

Michigan Veterans Treatment Court Grant Program (MVTCGP). SCAO provides funding assistance for programs that have completed the planning phase of their veterans treatment court and are seeking funds for the first year of operation or to continue operating their veterans treatment court program. Funding is appropriated annually by the legislature. Veterans treatment court utilizes a hybrid integration of drug court and mental health court principles to serve military veterans. They promote sobriety, recovery, and stability through a coordinated response that involves collaboration with the traditional partners found in drug courts and mental health courts, as well as the Department of Veterans Affairs healthcare networks, Veterans Benefits Administration, State Departments of Veterans Affairs, volunteer mentors, and organizations that support veterans and their families. Programs must maintain compliance with statutory requirements of MCL 600.1200 through MCL 600.1212 to receive funding.

Urban Drug Court Initiative Grant (UDCI). SCAO provides funding assistance for programs targeting high-risk, high-need felony offenders who have committed criminal offenses within the city limits of Detroit, Pontiac, Flint, or Saginaw and who have been diagnosed with a substance use disorder. Funding is appropriated annually by the legislature. The goal of this grant is to identify costs incurred by the jurisdiction on a per participant level. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084, and additional reporting requirements as required by SCAO to track participant costs.

Michigan Regional DWI Court Grant Program (RDWI). SCAO provides funding assistance for jurisdictions that have completed a planning phase of their RDWI court program and are seeking funds for the first year of operation or to continue operating their RDWI court program. Funding is appropriated annually by the legislature. RDWI courts are distinguished from other DWI courts by the number of geographically distinct jurisdictions participating in a single joint program. Examples of RDWI court designs are:

1. Two or more circuit courts participating in a single regional DWI court.
2. Two or more district courts from different counties participating in a single regional DWI court.
3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional DWI court.

Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084 and target drugged and/or drunk driving offenses.

Federal Office of Highway Safety Planning Regional DWI Court Grant Program (OHSP-RDWI). Administered by SCAO from funds received from the Michigan State Police, Office of Highway Safety Planning (OHSP), the OHSP grant program is funded by the National Highway

Traffic Safety Administration (NHTSA) CFDA 20.601 and provides funding for planning and implementation grants for new and expanding RDWI courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084 and target drugged and/or drunk driving offenses. Grantees may apply for OHSP-RDWI funding for up to three years; programs that have received three years of funding are eligible to apply for one year of step-down funding. In the step-down funding year, programs may request up to fifty percent of the award that the program received in its third year. RDWI courts are distinguished from other DWI courts by the number and geographically distinct jurisdictions participating in a single joint program. Examples of RDWI court designs are:

1. Two or more circuit courts participating in a single regional DWI court.
2. Two or more district courts from different counties participating in a single regional DWI court.
3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional DWI court.

Michigan Community Court Grant Program (MCCGP). SCAO provides funding assistance to one pilot community court in the 36th District Court of Detroit. Community courts target specific issues in a local neighborhood, and court is held in a building in the neighborhood. Participants of community court perform community service and receive community support services in the same neighborhood.

Swift and Sure Sanctions Probation Program (SSSPP). SCAO provides funding assistance for an intensive probation supervision program that targets high-risk felony offenders with a history of probation violations, or failures due to behavioral noncompliance or three or more sanctioned probation violations. Funding is appropriated annually by the legislature and courts must adhere to Public Act 616 of 2012 to receive funding. SSSPP is not a problem-solving court and probationers are not required to attend treatment for substance use or mental health disorders.

Domestic Violence Swift and Sure Sanctions Pilot Program (DVSSSPP). SCAO provides funding assistance for a specialized program for domestic violence offenders who plead guilty and accept responsibility for their offense. Eligible offenses include criminal court misdemeanor domestic violence (DV) offenders, some felony DV offenses, and all related probation violation cases. The program involves voluntary participation for offenders and victims of domestic violence. Courts are invited to apply for this 18-month work project that utilizes SSSPP funds.

How to Apply

Navigating WebGrants

The application process begins in the spring. In 2013, a new web-based grant management system called WebGrants was introduced. To apply, the court must register for an account on WebGrants by going to <http://micourts.dullestech.net> and using the “Register Here” button. Multiple court personnel may register to use the WebGrants system. Access decisions should be made by the project director.

Access to WebGrants must be approved by SCAO before a username and password will be assigned to the individual. Once the individual has received approval from SCAO to use the WebGrants program, they will be able to log in using the given username and given password. From there, they may access the various grants available by clicking “Funding Opportunities” on the menu screen.

Further WebGrants instructions can be found by utilizing the [User Manual](#) or the [Frequently Asked Questions](#).

Applying for Funding

Once a grant opportunity has been selected, the application will only be available for editing and submission until the listed application deadline. Grant opportunities are typically open for thirty days following their opening in WebGrants. If a court previously completed an application in WebGrants, there is an option to copy the existing application into the new opportunity. This option is available after clicking the title of the opportunity on the ‘Funding Opportunities’ page. If the applicant chooses to copy an existing application, they must rename the application, update the application with any changes, and answer any additional questions attached to the new grant opportunity.

Each grant opportunity provides various resources that may be used as references in creating the grant application. Program descriptions, allowable expense lists, assurances, and sometimes manuals are available while working on an application by clicking the funding opportunity name. Various grant opportunities will also have pre-application questions that must be answered before the application can be submitted to SCAO. Grant applicants are encouraged to complete each section with as much detail as possible and to use data when available.

Application Review

Once the application has been submitted, it will move forward to the review process. The review process will begin when the grant deadline has been reached. For the majority of the programs, the reviews and scoring are completed by multiple analysts utilizing a predetermined scoring rubric. Scores are then used to compare applications and to determine award amounts. Scoring sheets are made available to each project director via e-mail once all of the grant award amounts have been determined. These scoring sheets may be used to make revisions to applications for future grant opportunities. An example scoring rubric may be found in Appendix B.

Receiving Awards and Budget Adjustments

Award notifications are sent via e-mail to the chief judge upon completion of the application review process. At this time, budgets will be negotiated back to the court via WebGrants to make adjustments based on the award received. Courts will be notified of this negotiation, and any further correspondence through WebGrants, via generated e-mail messages to the project director. Budgets must be resubmitted to SCAO through WebGrants regardless of whether changes are made to the original budget.

Contracts

Once the grantee has been notified, grant contracts are created by SCAO and sent to the project directors, via e-mail, for signatures. The program will be required to submit two original signed copies to SCAO. These contracts should be signed by an individual who is not an employee of

the state of Michigan (e.g. court administrator, county commissioners). SCAO staff will sign and keep one copy, and send the second signed copy back to the court for its records.

Local Administrative Order and Memorandum of Understanding

Each newly funded grant program must have an approved local administrative order (LAO) and a memorandum of understanding (MOU) before it accepts program participants.

Local Administrative Order

The chief judge(s) must submit an LAO that governs the internal management of the problem-solving court to the regional administrator. For regional programs, all chief judges of the participating jurisdictions must sign the LAO. LAOs must be submitted to the SCAO regional administrator and subsequently approved by SCAO. Approval will be sent via e-mail. Links to model LAOs can be found in Appendix C.

Memorandum of Understanding (MOU)

A memorandum of understanding (MOU) describes the roles and responsibilities of each team member participating with the problem-solving court program, including but not limited to the judge, prosecuting attorney (if the court wishes to offer delays of sentence or deferred judgments), defense attorney, and treatment provider(s). A memorandum of understanding among these key team members is required by statute and must be submitted to SCAO through the regional administrator. Either a single MOU signed and dated by all team members, or a separate MOU for each member may be used. The duration and terms of the MOU should be included. Programs should draft and submit an updated MOU following major program changes and when an MOU expires. A sample MOU can be found in Appendix D.

Data Reporting

Some grant-funded programs are required to enter participant-specific information into the Drug Court Case Management Information System (DCCMIS) to receive funding. The DCCMIS was developed by Advanced Computer Technologies for the SCAO as a tool to facilitate the daily operations of problem-solving courts, as well as to collect data for subsequent analysis and evaluation. The system stores client-level data and produces summary information needed by judges and court staff to facilitate decision-making. In order to receive access to the DCCMIS database, the court must have submitted a copy of its LAO and MOU to their regional administrator and also signed the DCCMIS Agreement, which is sent to the project director upon submission of the LAO and MOU. Court personnel responsible for entering data into the system should complete training that is regularly offered through SCAO. Swift and Sure Sanctions Probation Program grantees are exempt from entering data into DCCMIS because data is collected through the Michigan Department of Corrections, Offender Management Network Information system. Michigan Community Court Grant Program, Domestic Violence Swift and Sure Sanctions Pilot Program, and planning grant grantees are also exempt. For links to program-specific data requirements, see Appendix E.

Financial Claims (January 10, April 10, July 10, October 10)

All grant programs administered by SCAO through WebGrants are reimbursement grants. Funds will be reimbursed to the program on a quarterly basis after services have been rendered. Reimbursement may only be sought during the grant year in which the services were executed. Claims are completed through WebGrants; however the program will need to have all backup documentation available to upload into the WebGrants system before submitting a claim. A table listing the necessary backup documentation appears at the end of this section. All requested reimbursements must be listed in the program budget. For information about making changes to the budget and the grant, please see the Contract Amendment section of this manual. Additionally, when the program is paying for the services of a subrecipient, a subcontract must be uploaded into WebGrants before the program will receive reimbursement for those services. For further information regarding subrecipients and contractors, please refer to the Subcontracts section of this manual. Completed claims will move through three phases of approval once submitted to SCAO through WebGrants. If the claim is found to be incomplete at any stage of the approval, the claim will be negotiated back to the project director for corrections and resubmission. Invoices may be submitted during any quarter of the grant year; however, submissions of services performed during previous grant years will not be reimbursed.

Type of Expense	Documentation
Personnel - Individuals who are employed by the court or county	Payroll ledger or copies of paystubs showing the hours worked on the grant and the pay rate. If personnel are not fully covered by the grant, a timesheet will need to be submitted.
Fringe Benefits - Total fringe costs for personnel only	Payroll ledger showing the county fringe benefit expense
Contractual-Subrecipient - Services rendered by individuals, programs, or companies that are not employed by the court	*Must have subcontract uploaded into WebGrants* Invoice with a detailed cost breakdown, service provided, hourly rate, and hours worked on the grant
Contractual-Contractor - Services rendered by individuals, programs, or companies that are not employed by the court	Invoices with detailed cost breakdowns, service provided, hourly rate, and hours worked on the grant
Supplies - Items purchased for the operation of the court, such as drug testing supplies, incentives	Invoice with detailed purchase breakdown, including product description, amount purchased, and price per unit
Travel -MADCP conference registration and also participant-related travel	Travel log broken down per trip with a description, total miles, and cost per mile at state rate

Subcontracts

Any services performed by non-court or non-county personnel or businesses are considered contractual and should be in the program budget under contractual services. Contractual services fall under two categories: subrecipients and contractors. Contractual line items must be broken down into hourly rates or fees for services, with a detailed explanation of the services associated with the costs. Flat fees may not be used for any subrecipient or contractor service.

Sub Recipients

Per the Office of Management and Budget Federal Register, Volume 78, Number 248, a subrecipient is an individual or company that meets three or more of the following: Determines who is eligible to participate in the program, has their performances measured in relation to whether objectives of the program are met, has responsibility for making program decisions, is responsible for the adherences to the requirements of the grant award, or works to fulfill the purpose of the grant program, as opposed to providing a good or service for the benefit of the court. In order to receive reimbursement for a specific subrecipient service listed in your approved budget under the Contractual Services line item, a subcontract for that service must be uploaded into WebGrants before submitting a financial claim. A fillable subcontract template is available on WebGrants for use or to serve as a reference. Flat-fee invoices will not be reimbursed and will be negotiated back to the project director for corrections if submitted with the quarterly financial claim.

Contractor

Per the Office of Management and Budget Federal Register, Volume 78, Number 248, a contractor must meet three or more of the following descriptors: Provide goods or services within normal business operations, provide similar goods or services to many different entities, operate in a competitive business environment, provide ancillary services, and is not responsible for compliance requirements of the grants. If an individual or company falls within the parameters of a contractor, a subcontract is not necessary to utilize their services. Contractors must be listed in the Contractual section of the grant application, with detailed breakdowns of costs for services. Flat-fee invoices will not be reimbursed and will be negotiated back to the project director for corrections if submitted with the quarterly financial claim.

Budget and Project Amendments

Often times throughout the grant year programs experience changes in general operations or budgets. Because the program design and budget is incorporated into the grant contract, these changes must be approved by SCAO and then reflected in the grant contract through WebGrants. To do this, one must complete a contract amendment in Webgrants. There are two types of contract amendments: a project revision and a budget revision. Changes that do not require the movement of funds (e.g., personnel change without a wage increase or decrease) will utilize a project revision and provide a detailed explanation of the change within the available textbox. Changes that require the movement of funds from one line item to another will complete a budget revision. The adjustment must be reflected in the “revised amounts” column in the Summary section of the contract amendment, and provide an explanation of the adjustment. Submitted contract amendments have a two-step approval process. Accepted amendments will

be shown as adjustments in the program budget; amendments needing further clarification or changes will be negotiated back to the project director for adjustments and resubmission. If an amendment is denied, a notification will be sent back to the project director explaining the denial. For further instructions about completing a contract adjustment refer to the web tutorial available on the Contract Amendment page in WebGrants.

Additional Reporting Requirements

Each grant comes with mandatory reporting requirements. These forms are available either through WebGrants, on DCCMIS, or via e-mail on request by the program coordinator. Examples of completed forms are available in Appendix F

DCCMIS User Audit (January 31)

Each year, an audit is performed to ensure that the individuals who have access to DCCMIS are currently active court or contractual employees or agencies. A form will be e-mailed to the DCCMIS administrator that must be completed by accessing the User Administrator section of DCCMIS and verifying the active users for the program. SSSPP, DVSSSP, MCCGP, and planning grant grantees are exempt from completing a user audit because they are not required to utilize DCCMIS.

DCCMIS Data Exception (February 15, May 15, August 15, November 15)

DCCMIS will automatically run a scan for potential data input errors or inaccuracies. Quarterly, programs are required to examine the DCCMIS Exception Report and, if possible, correct the inaccuracies that the system has flagged. Users will access the exception report through the *Menu* icon on the DCCMIS main page. Once the exceptions have been corrected, users will change the status from “outstanding” to “corrected” by using the *Take Action* icon on the right side of the page. If an exception is something that was falsely generated for this particular participant, then the user will mark the exception as *unable to correct* under the *Take Action* icon. Users must give a detailed explanation as to why this item was not corrected so that SCAO can make the necessary changes in the system. SSSPP, DVSSSP, MCCGP, and planning grant grantees are exempt from completing a data exception report because they are not required to utilize DCCMIS.

Progress Report (April 30, October 30)

Twice a year, programs are required to complete a progress report and submit it to SCAO through WebGrants. The report can be found under Status Reports in My Grants approximately three weeks before the due date. Programs will be required to report on things such as major accomplishments, program changes, and progress toward achieving the goals listed in the grant application. Programs are encouraged to use statistical data when possible. UDCI and planning grant grantees are exempt from this reporting requirement. An example of a completed progress report is available in.

MDCGP and MMHCGP Progress Report

MDCGP and MMHCGP progress reports can be found in WebGrants, along with a statistical analysis of the successful graduates of the program as compared with the successful graduates of similar program types in the state. If the court has not had a successful completion, the form will only contain one section and will not have an accompanying statistical analysis. In this section (Part 1), the court must give a brief update on the progress toward the listed goals. The progress

should consist of both qualitative and quantitative data. Programs that have experienced a successful graduate in the reporting period must complete both Part 1 and Part 2. Part 2 asks the court to analyze the statistics provided by SCAO and provide details as to its reflection on program operations. Courts will also need to provide details in this section regarding any changes to the program during the reporting period.

Federal Reporting

Programs that are funded through federal grants, such as OHSP and Byrne JAG, are required to fulfill additional reporting requirements to maintain federal compliance. These reports are accessible through WebGrants by using the heading *Status Reports*. The federal reports are grouped in WebGrants by submission schedule: Quarterly, Bi-Annual, and Annual. Each report grouped in the submission schedule must be completed and submitted as a whole. Examples of completed reports can be found in Appendix G.

Program Report (January 10, April 10, July 10, and October 10)

Program staff is required to provide an update on the progress of achieving the various goals and objectives of the program, using the goals and objectives from the grant application. This section should include as much backup statistical documentation as is possible, which can be obtained through the Drug Court Analysis System (DCAS) within DCCMIS. Programs will be asked to discuss the primary target population and report on the population that is currently active in the program, as compared to the target population addressed in the grant application. If the program has experienced any type of program modification during the quarter, these changes must be documented in the program reports, along with any major activities that are planned for the following months. Section II of the program report asks for the number of active participants on the last day of the reported quarter.

Program Income (January 10, April 10, July 10, and October 10)

The Program Income Report is attached to the same status report as the Program Report. Federal programs that receive gross income as a direct result of the project are required to complete the additional detailed income and expenditures portions of this report. Programs must give a beginning and ending balance for the reporting period, as well as complete a year-to-date and period-to-date balance sheet for both income and expenditures, broken down by type. Examples of program income are: asset forfeitures, participation or program fees, and interest earned on any balance of unexpended program income. Each program will need to complete this report regardless of whether program income is earned.

Program Income Waiver (January 10)

Each program will be required to complete the Program Income Verification annually. Program income is defined as the gross income earned as a direct result of operating a program. The program must complete this form regardless of whether program income is earned.

Time Certification (April 10, October 10)

An Employee Time Certification form must be completed twice each year. This is a federal requirement that includes mandatory form completion by individuals who are charged to the grant as personnel and signed by the individual's supervisor. Further detailed instructions are available in the Bi-Annual Report section of WebGrants, under the main title *Status Reports*.

Civil Rights Training Certification (January 10)

As a condition of accepting Byrne JAG funding, all grant-funded employees and subcontractors are required to receive yearly training regarding the responsibility to comply with applicable federal civil rights laws. The training consists of six online video modules, also available as a transcript, through the U.S. Department of Justice. Links to the modules and the form to complete this certification are available through WebGrants. This certification must be completed within 60 days of signing the grant contract and must be completed by any subcontractors or personnel added through the grant year.

Further Information

For additional information and individual contacts please contact the SCAO Trial Court Services Division at (517) 373-7351.

Appendix A: Development and Implementation Manuals

[Developing and Implementing a Drug Treatment Court in Michigan](#)

[Developing and Implementing a Mental Health Court in Michigan](#)

[Developing and Implementing a Regional DWI Court in Michigan](#)

[Developing and Implementing a Swift and Sure Sanctions Probation Program in Michigan](#)

Appendix B: Review Panel Worksheet

DRUG COURT PANEL REVIEW WORKSHEET

FY 2013 Operational Application

Court: County: Click here to enter text.

Type of Court: Adult Drug Court **Program Capacity:** 40

Expansion: Yes No

Phase One – Screening of Applications

1. Compliance with Grant Application Requirements (5 points possible)

Comments:

Passed initial review.

Total Points: 5

Phase Two – Panel Review Grant Summary (400 points)

2. Problem Statement (20 points possible)

Comments:

Good explanation of caseload/community, but no real statistics. Excellent answers (with statistics) to other 2 components of the question.

Total Points: 18

3. Goals and Objectives (20 points possible)

Comments:

Methods toward accomplishing goals are stated clearly and measures are appropriate. Great Goal #8. Goal #3 does not state how long after the participant graduates that they will look for re-arrests.

Total Points: 19

4. Program Design (200 divided by 10 = 20 points possible)

A. Target Population (10 of 200)

Comments:

Population is sufficiently stated.

Total Points: 10

B. Screening and Eligibility (10 of 200)

Comments:

Excellent. Full explanation with time frame. Using COMPAS.

Total Points: 10

C. Assessments (20 of 200)

Comments:

Identified what assessment/screening is used. The timeframe when the assessment is conducted is not clear, it is not stated who conducts the assessments and level of treatment determination could be more descriptive.

Total Points: 14

D. Case Processing (10 of 200)

Comments:

Excellent explanation.

Total Points: 10

E. Treatment Continuum and Plan (20 of 200)

Comments:

Agencies and services provided were listed. Identified using a contract for services and length provided, described how participants are matched to treatment providers and listed ancillary services in community. Vague in description of how often treatment reviews are conducted.

Total Points: 18

F. Program Length (20 of 200)

Comments:

Vague in describing the factors that determined phase length; factors to determine program length were based on best practices but no examples of which one were given. Phase requirements described in detail.

Total Points: 19

G. Case Management (10 of 200)

Comments:

Case manager: participant ratio is good. Applicant didn't address the second question. They talked about how the team values provider input rather than the relationship and responsibilities of the treatment providers and ancillary service providers in relation to the case manager. Case manager sees participants weekly in beginning and monthly at the end face-to-face.

Total Points: 6

H. Judicial Supervision (10 of 200)

Comments:

Participants see judge biweekly initially, but once every six weeks at the end which is a little long. Status review hearing members and team meetings include appropriate people. Confidentiality safeguards missed several important ones. Are files stored in a locked cabinet? Are references to drug court in the legal file? Do treatment providers discuss non-drug court disclosures?

Total Points: 7

I. Drug Testing (20 of 200)

Comments:

Succinct and detailed. Notes they test for synthetic MJ

Total Points: 20

J. Incentives and Sanctions (10 of 200)

Comments:

Listed sanctions/incentives and described when and where they are used and the manner in which initiates a sanction/incentive.

Total Points: 10

K. Graduation Requirements (10 of 200)

Comments:

Detailed and answers the questions.

Total Points: 10

L. Expulsion Criteria (10 of 200)

Comments:

Excellent explanation. Listed specific criteria as well as intent to deal with cases individually.

Total Points: 10

M. Sustainability (20 of 200)**Comments:**

Other than stating that the Steering Committee will ensure that the program grows and becomes financially sustainable, the program failed to give any examples of just how the Steering Committee will attempt to achieve these goals.

Total Points: 18**N. Evaluation Plan (10 of 200)****Comments:**

Court plans to do a process and outcome eval with a local college but did not indicate when the evaluation will be conducted.

Total Points: 8**O. Drug Court Team (10 of 200)****Comments:**

The answer refers SCAO to the MOU which lists the roles and responsibilities of its team members. A few additional team members are listed in the answer with their corresponding responsibilities. However, the critical team members like the Judge, Caseworker, and Coordinator are not included in the answer.

Total Points: 5**Total Points for subsections A through O = Total Divided by 10 =****5. Monitoring Program Progress (15 points possible)**

Screening and Eligibility; Clinical Assessments/Treatment Referral; Program Length and Phases; Incentives/Sanctions; Case Management; Judicial Review; Drug Testing; Graduation and Expulsion Criteria; Case Disposition

Current # of Participants: 18 As of: 7/1/2012

Comments: The applicant touched on three of the four parts of the question but did not go in depth on them. The applicant did not discuss how the indicators will be measured.

Total Points: 8**6. Budget (20 points possible)****Comments:**

Request 117,092. Total Proj. 158,692. Other sources in kind only. Cap. 30-40, active 17. Personnel \$55,000 .5 coord. CM. Assessment, treatment, \$47,000 in drug testing (high for part.)

Total Points: 18

7. Financial Analysis of prior MDCGP spending (100 points possible)

Comments:

No 2012 award. FY11 20,000 spent all. FY 12 OHSP late award 50,000 - spent 1200.

Total Points: 100

8. Analysis of program performance, including accomplishment of FY 2012 goals (100 points possible)

Comments: Success Rate - -9% 25
below average rate

Employment at Discharge - -32.4% 0
below average rate

Improvement in Ed - -22.4% below 1
average rate

Improvement in Employ - -13.8% 2
below average rate

SA Tx Contact Hrs – mean=91.0; - 20
57.8 below state mean

% Positive Tests – -1.3% below 2
average rate

Total Drug Tests – mean=281.0; 20
+99.0 above state mean

Days in Program - mean=418.0; - 5
160.6 below state mean

Days in Jail - -35.0 below state mean 4

Total Points: 79

9. Audit of compliance with reporting requirements (100 points possible)

Comments:

Because of mid-year funding, this court was not required to submit all reports. Using an adjusted scale, 7 points off for 2nd quarter financial report (17 days late) and 3 points off for 2nd quarter program report (2 days late.)

Total Points: 90

Appendix C: Model Local Administrative Order

[Model Local Administrative Order for Adult Drug Court](#)

[Model Local Administrative Order for DWI/Sobriety Court](#)

[Model Local Administrative Order for Family Dependency Court](#)

[Model Local Administrative Order for Juvenile Drug Court](#)

[Model Local Administrative Order for Veterans Treatment Court](#)

[Model Local Administrative Order for Regional DWI Court](#)

[Model Local Administrative Order for Mental Health Court](#)

[Model Local Administrative Order for Swift and Sure Sanctions Probation Program](#)

Appendix D: Sample Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING _____ DRUG TREATMENT COURT

This is an understanding between the _____ Prosecuting Attorney, _____ County Sheriff Department, Community Corrections, _____ County Adult Probation, _____ Judicial Circuit, Defense Counsel Representative, _____ Treatment Provider, _____ Substance Abuse Services and _____ Court Project Coordinator.

1. The below parties agree to share the following vision for the _____ Drug Court:
 - A. Enhance the quality of life throughout _____ County;
 - B. Provide leadership through innovative services;
 - C. Continuously improve services;
 - D. Achieve program goals through teamwork; E. Break the generational cycle of criminality and substance abuse.
2. We endorse the goals and mission of the _____ County Drug Court Program in order for participants to eliminate future criminal behavior and improve the quality of their lives. For these programs to be successful, cooperation must occur within a network of systems to facilitate and achieve the mission, challenge and vision of the _____ County Drug Court;
3. We agree that the mission of the drug court program shall be to successfully rehabilitate substance abusing individuals while maintaining public safety and;
4. We agree to the following challenge of the drug court program: Engaging substance abusing individuals involved in the criminal justice system in a continuum of treatment services and providing them with appropriate intervention through treatment, rehabilitative programming, reinforcement, and monitoring.
5. There are ten principles under which the respective agencies work cooperatively:
 - A. Drug and alcohol addiction is a chronic relapsing disease that is treatable and substance abuse is reversible behavior, but which, if unaddressed, may lead to continuing and increasing criminal behavior and other personal, family, and societal problems.
 - B. Drug court programs offer an opportunity to direct those in crisis with addictions and abuse to begin a rehabilitation process, which may ultimately lead to a reduction or elimination of addiction and abuse and permit the development of a productive lifestyle.
 - C. Treatment intervention should occur early on upon entry to the criminal justice system to achieve maximum treatment outcomes.
 - D. Thorough assessment and evaluation is a critical component of the drug court program.
 - E. Participants with drug and alcohol abuse issues cannot maximize their treatment potential without appropriate treatment intervention that includes their families.
 - F. Participant accountability is foremost in the program, with written program agreements and Court monitoring of behavior on a biweekly basis. Court monitoring will include incremental sanctioning for negative behaviors and positive rewards for improved behaviors.
 - G. Drug court programs are established with written protocols, which are well defined and documented through the Policies and Procedures Manual. The Program Manual will be updated annually, to respond to the changes in the needs of the programs, participants, families, agencies and community.
 - H. Preadjudication participant entry in to the drug court program shall be governed by written eligibility criteria as established by the Drug Court Policy Council with the concurrence of the prosecuting attorney.

I. Information about participant progress, participant family progress, and the functioning of the drug court program shall be made available to all parties.

J. Effective evaluation of the drug court program shall be sought with appropriate responses being made relative to these evaluations.

6. The roles of the parties are as follows:

A. Prosecuting attorney: Provide initial screening of eligible participants, participate in biweekly team meetings and biweekly court sessions. Provide feedback, ideas, and suggestions as needed. Represent the interests of the prosecutor and law enforcement.

B. County sheriff's department and community corrections: Attend biweekly team meetings and court sessions. Provide advice and suggestions on community corrections sanctions and provide feedback to the court on the drug court participants' follow-up on all ordered community corrections sanctions.

C. Probation department: Attend team meetings and biweekly sessions. Provide probation oversight for all drug court participants. Work with the drug court coordinator in supervising and monitoring the individuals in the program. Prepare presentence reports as needed. Schedule show causes for participants who have violated the program rules and are subject to dismissal.

D. Drug court circuit judge: Chair meetings, preside in court, and coordinate team activities, evaluations, and planning.

E. Defense counsel representative: Attend team meetings and biweekly sessions. Insure that defendants' procedural and due process rights are followed. Provide feedback, suggestions, and ideas on the operation of the court.

F. Project coordinator: Attend meetings, arrange for additional screenings of persons screened by the prosecutor. Answer inquiries from defense attorneys on possible eligibility. Enter data into DCCMIS system. Liaison with treatment providers and drug testing contractor, district court intensive supervised probation and residential treatment facilities.

G. Addiction recovery center, Family Services & Children's Aid and substance abuse services: Attend meetings, report on progress of participants, and offer insights and suggestions on the treatment plans of individuals in the program.

H. Community Mental Health: Attend meetings, report on progress of participants, and offer insights and suggestions on those participants who have mental health issues in addition to substance abuse problems.

Signature and date of all parties

Appendix E: DCCMIS Minimum Standard Data Requirements

[DCCMIS Minimum Standard Data - Adult Drug/DWI/Family Dependency Court](#)

[DCCMIS Minimum Standard Data - Mental Health Court](#)

[DCCMIS Minimum Standard Data - Juvenile Drug Court](#)

Appendix F: Additional Reporting Requirements

FY 2014 DCCMIS USER AUDIT

Due to SCAO by January 31, 2014

DCCMIS Sytem Administrator

Court Name (i.e., 3rd Circuit - Adult)	100th Circuit Court
Sytem Administrator Name	J.Smith
Address	123 Street
City, State, Zip	Anytown, MI, 12345
Phone Number	000-000-0000
Email Address	email@email.com

DCCMIS Users

<u>Username</u>	<u>Full Name of User</u>
sampleuser	Sample User
jsmith	John Smith
Jasmith	Jane Smith

Progress Report

Highlight major accomplishments of your regional DWI court program during this reporting period. Use data and statistics, as appropriate.*

Our Regional DWI Court began with the vision of accepting 40 participants into our program. Within the first six months, a total of 46 individuals were screened, and 39 individuals were accepted into our program (85%). One of our region's major accomplishments was getting our program off of the ground and getting participants into the program as soon as possible.

Another accomplishment of our regional program was branching out and finding a variety of treatment providers to fit our participant's needs. We have had great success in the willingness of providers to work with our program and treat participants based on their needs. The treatment providers have become very involved, and the flow of information has been greater and more detailed from the treatment provider perspective, more so than the Courts have seen in the past. For Houghton/Baraga/Keweenaw Counties, Phoenix House is where the majority of participants attend treatment; they are considered the "main" treatment provider for those counties. Dial Help Services, Copper Country Mental Health, Copper Island Behavior Health, Keweenaw Bay Indian Community, and a VA Counselor are also involved with the program and provide services to the participants. In Ontonagon/Gogebic Counties, North Country Counseling Services is the only provider for those counties; however, if a participant is in need of inpatient services, those participants are referred to Phoenix House.

One of the most important accomplishments of our program was the ability to get the first accepted participants past the first 90 days, those participants who have moved on to Phase 2 of the program, have opened up, and are giving support and advice to the new participants in the program. Out of the 39 total participants in this reporting period, 15 moved onto Phase 2.

Discuss how your regional DWI court program is ensuring effective communication across participating jurisdictions.*

Our region utilizes the polycom, telephone, email, and in person meetings to ensure effective communication across participating jurisdictions. The participating Judges keep regular contact by telephone concerning the program; the Case Managers and Probation Officers remain in contact by telephone and email; and the Regional Coordinator visits each location ensuring that the program is running the same, and as a whole across both jurisdictions. The Coordinator also has continuous contact with both Judges, and all members of the team from both jurisdictions, at minimum, on a week by week basis.

What are some ongoing challenges that your program has been facing? Is there anything that SCAO staff could do to assist your program at this time?*

Our program has not encountered any specific ongoing challenges at this point; however, a few concerns have been brought up. Our substance abuse coordinating agency is in the process of a transition, and within the process of change and Medicare expansion, it is unclear to us at this point how this will affect our program as far as treatment funding and point of contact for those services.

Another concern deals with veterans in our program. Our region currently has approximately 7,349 veterans and our program is serving a small number at this time. With the growing number of problem solving courts who serve different needs of participants, a question arises, are drug and alcohol courts able to serve veterans on a separate track, particularly a Veteran's Treatment Court?

Goals

Goal 1: Reduce substance use during program participation.*

During the first reporting period, our program has made great progress in reducing substance use during program participation by ensuring that each participant is alcohol tested every day for the first 90 days, and drug tested at least 2 times per week or based on their needs. Our local law enforcement has been another factor in the progress of this goal as they have been very motivated and willing to work with the program on doing home checks and visits on participants and surprise alcohol tests. The participants are aware that law enforcement is highly involved with the program and this has been a motivator and deterrent for a number of participants in the program.

Our program administered an overall amount of 2,577 substance abuse tests with 2,544 negative results, 25 positive results, and 8 excused tests.

Our progress toward accomplishing the goal of reducing substance use during program participation has provided successful results with an average of 99% negative test results and 1% positive results overall.

Goal 2: Retain participants in the regional DWI court program.*

Our program has made progress in retaining participants in the regional DWI Court program by getting each participant admitted into a treatment program as soon as possible, starting 12 step meetings as soon as possible, and providing incentives when earned. Another step toward the progress of this goal is the support from the DWI Court team along with support from the other participants involved with the program. In this reporting period, 39 participants were admitted into our program and 2 participants were discharged for non-compliance.

Goal 3: Reduce alcohol and drug related crime in the jurisdiction. *

Our program has made progress toward this goal by requiring compliance with the program requirements. Frequent alcohol and drug testing is done to ensure that the participants are remaining drug and alcohol free. In this reporting period, 39 participants were admitted into the program and 2 were discharged for non-compliance.

With 39 participants in the program for this reporting period, progress has been made in reducing alcohol and drug related crime in our jurisdiction as all 39 participants are repeat offenders and only 1 participant has been re-arrested while in the program. The remainder of the participants have not re-offended during this reporting period, there for, reducing drug and alcohol crime in the jurisdiction.

Goal 4: Alleviate congestion of court dockets.*

Our program has made progress toward this goal by establishing a partnership with the local law enforcement, Judges, prosecutors, and court staff by ensuring that when an arrest is made, the team is notified of a possible participant. The possible participant is put on bond conditions similar to the first phase of the program and the participant is educated on the program. After arraignment, the participant is sentenced to the DWI court program and is immediately scheduled for DWI Court Review Hearings. This process has reduced continued court hearings that a normal process has produced in the past.

In this reporting period, 18 sanctions were addressed in the DWI Court Review Hearings, this reduced the amount of probation violation hearings that would normally have been scheduled on the court docket.

Goal 5: Alleviate jail or detention overcrowding.*

Our program has made progress toward this goal by only sentencing participants to jail if no other sanction is applicable. In this reporting period, 39 individuals were admitted into the DWI Court Program who may have received lengthy jail sentences otherwise. Those 39 participants greatly reduced the amount of individuals who could have taken up beds in our local jails.

In this reporting period, 9 participants were sentenced to jail. Out of the 9 participants; 3 were pre-admission to DWI Court; 5 were DWI Court sanctions; 1 was for a Bench Warrant that was issued.

Goal 6: Retain participants in substance abuse treatment.*

Our program has made progress toward this goal by requiring participants to attend 12 step programs, smart recovery programs, and substance abuse treatment. Our region has teamed up with several different treatment providers and we have placed individuals with the providers who we feel can fit their treatment needs the best and who the participants can relate to. We have also teamed up with treatment providers who perform group treatment after the participant has been discharged from individual treatment. Our goal is to have the participant remain in group

treatment for as long as possible (minimum of 12 months). Group treatment has shown progress for the participants who are attending as they have become familiar with other participants and feel comfortable in the group sessions and show support for each other.

In this reporting period, 4 participants have been discharged from individual treatment sessions and began attending group sessions. Of the 39 participants in the program for this reporting period, 288 treatment contact hours have been documented (average 10 per participant). Also in this reporting period, 1,098 12 step meetings were documented, which on average is 28 per participant.

*Used with permission from the 97th & 98th District Regional DWI Court

MDCGP Progress Report- With Data

Part 1:

Goal 1: Reduce substance use during program participation.*

Our program monitors daily for alcohol through either 2-times daily preliminary breath test (PBT), EtG, or through SCRAM (most commonly used for felon participants). Our participants must submit to a 10-panel drug screen on a random basis (weekly on average). Our program also drug test for Tramadol, Spice (K2), and Buprenorphine (Suboxone). Both EtG and drug testing contains an adulteration test. These screens for Creatinine levels, Specific Gravity, Oxidants, and PH levels.

We continuously meet with our participants weekly to monthly (depending on phase), hold court reviews biweekly/monthly, counseling 2-3 times a week, require attendance of 3-5 Community Based Support Groups per week, and mandate Community Service as needed.

Currently Phase IV participants do not report to their probation officers (unless they are felons which are required to report monthly). Our Team discussed at our last quarterly meeting to have all Phase IV participants to meet with their probation officers on a monthly basis.

Goal 2: Retain participants in the regional DWI court program.*

For the reported time frame of October 1, 2013 through March 31, 2014 we have an overall retention rate of 78% and a 22% termination rate for participants. Our program continues to mandate frequent drug/alcohol testing, treatment, and attendance of Community Based Support Groups. We continue to give incentives for program progression and or "hard work/good work" and appropriately sanction as needed.

We continue to make slight modifications to Phase IV. We want to do our best to ensure each participant is well equipped (support system and tools) when they commence from our program. Our program continues to do weekly drug test and biweekly counseling as a requirement in Phase IV.

Goal 3: Reduce alcohol and drug related crime in the jurisdiction. *

Operating While Intoxicated charges in Ionia County have increased from 198 cases in 2012 to 253 cases in 2013. Our program continues to accept all potential candidates that are diagnosed moderate and severe alcohol disorder by the DSM V. We continue to maintain a 5% recidivism rate.

We are continuing to work on rejected cases to help get an accurate percentage of eligible offenders versus ineligible offenders and to correctly get an overall accurate percentage for our method statement. In 2015 we will have 5 years of solid/accurate data. Our Team members are currently seeking potential evaluators at their various alma mater.

We continue to accept candidates that are diagnosed "co-dependent" upon both alcohol and marijuana

We are now using the DSM V to obtain our alcohol diagnoses.

Goal 4: Alleviate congestion of court dockets.*

Our court continues to enforce the belief that swift enrollment is an essential aspect of our specialty courts. It allows participants to begin their treatment and the monitoring of substance use as soon as procedurally possible.

An exact number is hard to pinpoint because situations vary per case. We continue to have legal screenings done within 14 days of arrest and clinic screening within 14 days of referral. We stand by the above philosophy and would like to have enrolling clients start as soon as possible.

Goal 5: Alleviate jail or detention overcrowding.*

Our court continues to use ITASC as an incentive to enroll in our program.

Clients that elect to enroll in our program do less jail than non-enrolling offenders.

Misdemeanants that enter our program do zero days in jail. Non-enrolling misdemeanor candidates do a minimum 30 days jail on average. Felons that enter our program do a minimum 30 days jail (felons are required to do a minimum 30 days up front jail before starting the program). Non-enrolling felons do a minimum 90 days jail on average.

The Interlock Program is another tool we use to enroll participants into the program. The participants benefit from the opportunity to be able to legally drive again. 90% of eligible participants are taking advantage of the given opportunity. Our court was also able to get a local Smart Start dealer in our community so that clients are not driving to Lansing or Grand Rapids for services.

Goal 6: Retain participants in substance abuse treatment.*

64A District Court's Sobriety Court Program continues to mandate each participant to attend IMPACT WEEKEND, weekly Community Based Support Groups, and 3-times a week Intensive Outpatient Counseling (IOP).

100% of all grant funded participants are enrolled and successfully complete IMPACT WEEKEND.

100% of indigent and self-pay participants participate in IOP on a weekly basis (2 group sessions and 1 individual session). Counseling requirements decrease as the client positively progresses through the program.

Bi-weekly group counseling continues in Phase IV. If Phase IV participants are in the need of more counseling, participants are encouraged to schedule individual counseling with our treatment provider.

Part 2

Drug Testing and Sobriety Days: Please analyze your court's drug testing and sobriety days data. Do the data seem accurate? Why or why not? Describe any recent or proposed changes to your drug testing protocols.*

Use your court's individual data (provided in the attachment) to develop responses to each of the following questions.

The data seems accurate because misdemeanor participants need to be abstinent for a minimum year, while felon participants are required to do a minimum 18 months in the program before they are allowed to commence (as it pertains to sobriety days). With a majority of the 7 graduates being felons that number (579 days) is a reasonable number for how long they were in the program before they successfully completed.

The number reported for drug testing is low compared to the average. It is believed to be lower because of the amount of participants on the SCRAM unit. The SCRAM unit is not entered into DCCMIS like a PBT or drug screen. SCRAM is entered on the journal screen under notes. Currently, in Phase I our participants submit to 2-times daily PBT's. In Phase II and III participants submit to random PBT's (which equates to roughly 15-times a month). Participants submit to a urine 10-panel test/EtG no less than 4-times a month and on a random basis.

Most all of the felon participants are fitted with a scram unit (99%) for a minimum 90 days. This is to ensure 24 hour alcohol monitoring. Currently, our program has 1 misdemeanor participant on SCRAM.

Treatment: Please analyze your court's treatment hours. Do the data seem accurate? Why or why not? How is your court determining individual treatment needs and levels? Describe any recent or proposed changes to the treatment component of your program.*

Our treatment hours are accurate. Our entire program is based on treatment. We put a majority of our funding into the treatment component of our program. It is our Teams belief that treatment is a key component to ameliorating our participants.

Currently this is our treatment schedule per phase:

Phase I- 2 groups and 1 one on one session a week

Phase II- 2 groups a week and 1 one on one bi-weekly

Phase III- 1 group a week and 1 one on one monthly

Phase IV- One group session bi-weekly

We will allow participants to do more counseling if needed at any time while in the program.

Sanctions/Incentives/Jail: Please analyze and describe your court's use of incentives and sanctions, including jail. Do your data seem accurate? Why or why not? Have you recently implemented any changes to your use of incentives or sanctions?*

We use incentives to reward "hard work", "good work", and participants that promote through the various phases. At each court review, our court gives an applause for all participants that are positively progressing through the program. For other incentives, Judge Voet often gives reductions in fines and cost, court ordered community service, reduction in AA's, gas cards, sobriety court coins, free drug screens, and after 90 days of sobriety participants are allowed to get the Interlock installed.

Sanctions are used to discipline noncompliant participants. We never use AA or counseling as a sanction. The most common types of sanctions are jail, apology letter, withholding of applause, reset phase/days clean, community service, or termination from the program. Participants are also sanctioned for missing AA, counseling, reporting to probation officer, court reviews, positive drug screens, tampering with SCRAM or the Interlock unit, and dishonesty.

The data looks accurate. We currently have not implemented any changes in regards to incentives and sanctions.

Days in Program and Scheduled Reviews: Do the data regarding days in program and scheduled reviews seem accurate? Why or why not? Are you planning any changes to the frequency of status reviews or program length?*

The days in the program appear to be on track. Our number is 579 compared to the average of 500. On average, misdemeanants will do a minimum 12 months in the program, which equates to roughly 360 days. On average, felons will do a minimum 18 months in the program, which equates to 540 days.

Defendants in Phase I and II are required to report to the judge on a bi-weekly basis. This is for the first 6 months of the program. In Phase III participants report on a monthly basis. Phase IV requires no reporting for court reviews. However, we are seeing that many Phase IV participants continue to come to court on a monthly basis to observe.

The above process is working for our court. We are not currently looking at making any changes.

Successful Completions: Are you satisfied with your court's percentage of successful completions? Does it fall in line with your goals? *

I am happy with the data as it reports a successful completion rate of 78%. I believe it falls in line with our goal as it is a realistic obtainable number. We will continue to set higher goals for a better future completion rate. We often extend participants probationary period to help him/her to be successful. Our program continues to "emphasis" treatment as the main component to our program. I believe comparing our SA treatment hours to the average exhibits our continued commitment to treatment for our participants.

*Used with permission from the 64 A District Court

Appendix G: Federal Reporting Examples

Quarterly Program Report

Report Quarter:* Quarter 2

Drug Court Type:* Adult Circuit Court

Section I - Grant Activities

Goals and Objectives*

Provide information regarding your program goals and objectives and explain your progress in accomplishing them this quarter.

Goal 1: Reduce drug use during program participation: In Q1, 2,508 tests were conducted on 101 participants. The incidence of substance abuse was .3% (n= 8). The prevalence of substance use was 6.8% (n= 7).

Goal 2: Retain participants in the program: The retention rate average for open cases in Q1 was 342.32 days (n=101). The retention rate average for successful discharges in Q1 was 772.25 days (n=6), which is just slightly higher than typical. There was only one unsuccessful discharge this quarter and that participant was enrolled 284 days.

Goal 3: Reduce drug and alcohol related crime: In Q1, only one participant was arrested for a new offense (misd. DWLS) while enrolled in the program. Post program recidivism will be analyzed for the biannual progress reports.

Goal 4: Alleviate congestion of the court docket: Of the 101 open cases in Q1, 58.41% (n=59) were diverted into the program under a delayed sentencing plea agreement.

Goal 5: Alleviate jail overcrowding: The average number of jail days in Q1 was 17.07. The average sentencing guideline score among open cases is 11.5 months, clearly indicating that jail resources were alleviated. The percentage of participants with straddle cell and presumptive prison sentencing guideline scores was 23.76% (n=24). This is the first quarter since program inception that this percentage fell below our benchmark of 30%.

Goal 6: Retain participants in substance abuse treatment: The average number of treatment hours for open cases in Q1 was 27.44 (n=101). The average number of treatment hours for successful discharges in Q1 is 56.75, which is the highest average to date (n=6). There was only one unsuccessful discharge this quarter and that participant had a total of 41 treatment hours while enrolled.

Primary Target Population*

What is your primary target population? Provide number and percentage of total participants currently in your program who match your primary target population.

This program currently targets felony offenders that are high risk and have Substance Use Disorder. 100% of our current participant population is within the target population.

Modifications to Program*

Did any modifications to your program occur this quarter? (Target population, capacity, funding, personnel, etc.)

A new Circuit Court Judge was appointed. The Judge has extensive treatment court training and was the founding member of the Sobriety Court. He plans to assist with our program.

Major Activities Planned*

What major activities are planned for your program in the next six months?

We are planning to divide the court sessions by gender because our court sessions have grown too long in length to be meaningful. The new Circuit Court Judge will assist with this task.

Section II - Drug Court Case Management Information System (DCCMIS) Data Validation Information

Enter information below as of the date at the end of the current quarter.

Number of Participants:* 94



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 02564 - 02

Grant: 02564-FY 15 TEST

Status: Editing

Program Area: Office of Highway Safety Planning (OHSP) CFDA 20.601

Grantee Organization: 100th Circuit Court

Program Manager: Thomas Myers

Instructions

Please complete this Program Income Verification to let us know if your program will collect program income this fiscal year.

Instructions for completing the Program Income Report and Verification can be found by clicking [here](#).

For a tutorial regarding completing the Program Income Verification, click [here](#).

Program Income Verification

[Mark as Complete](#) | [Go to Status Report Forms](#)

A. "Program Income" means gross income earned by the grantee during the funding period as a direct result of the project. Federal funds received through a grant are NOT considered to be program income.

B. "Direct Result" means a specific act or set of activities which are directly attributable to grant funds and directly related to the goals and objectives of the project.

If your grant project will NOT earn income, place a checkmark in the

We (the Project Director and Financial Officer), by placing a checkmark within this box, hereby certify that the above-referenced grant does not earn income that can be defined as program income. We have placed our signatures below as certifications as such.

Earn Program Income?* Yes

Project Director Name:* Jane Jones

Date:* 01/07/2015

Financial Officer Name:* Harvey Thompson

Date:* 03/10/2015

Last Edited By: Lauren Fetner, 03/10/2015



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Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 02564 - 01

Grant: 02564-FY 15 TEST

Status: Editing

Program Area: Office of Highway Safety Planning (OHSP) CFDA 20.601

Grantee Organization: 100th Circuit Court

Program Manager: Thomas Myers

Instructions

Instructions for completing the Program Income Report can be found by clicking [here](#).

For a tutorial regarding completing the Quarterly Program Report and Program Income Report, click [here](#).

Program Income Report

Mark as Complete | Go to Status Report Forms

NOTE: This report should reflect Program Income only related to this grant program.

1. DEFINITIONS:

A. "Program Income" means gross income earned by the grantee during the funding period as a direct result of the project. Federal funds received through a grant are NOT considered to be program income.

B. "Direct Result" means a specific act or set of activities which are directly attributable to grant funds and directly related to the goals and objectives of the project.

Does this program have program income, as defined within the Program Income Report Instructions? If No, please disregard the remainder; otherwise, please complete the following information:

Program Income:* Yes

The amounts within this section should agree with the amounts reported for the ending balance on any prior report.

Balance at Beginning of Quarter: \$2,000.00

Balance at End of Period \$3,600.00

We (the Project Director and Financial Officer), by placing a checkmark within this box, hereby certify that Program Income has been expended on this program participants only.

Verification: Yes

Program Income for Period & Year to Date

The amounts reported within this section should correspond to the accounting records of the reporting agency. Furthermore, this section does not correspond to any federal funds received by the agency.

Row	Income for Quarter	Income YTD
Forfeitures	\$0.00	\$0.00
Fees	\$2,000.00	\$4,000.00
Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Totals	\$2,000.00	\$4,000.00

Program Expenditures for Period & Year to Date

The amounts reported within this section should correspond to the accounting records of the reporting agency. Do not include federal portions of grant expenditures.

Row	Expenditures for Quarter	Expenditures YTD
Grant Match	\$0.00	\$0.00
Equipment	\$400.00	\$400.00
Personnel	\$0.00	\$100.00
Other	\$0.00	\$0.00
Totals	\$400.00	\$500.00

Last Edited By: Lauren Fetner, 03/10/2015

**SCAO Byrne Justice Assistance Grant (Byrne JAG) Grant and
Office of Highway Safety Planning (OHSP) Grant
Employee Time Certification**

For compliance with ADM-214 (4/2011) Michigan State Police Grants Management Section

Grantee (Court Name) 100th Circuit Court	SCAO Contract Number 00999	SCAO Project Numbers 2013-MU-BX-0051 AL-14-05
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- ☐ This program does not have personnel charged to this grant. If box is checked, please disregard the remainder; otherwise, complete the following information.

Reporting Period

- ☒ 1st Period (10/1 - 3/31) ☐ 2nd Period (4/1 - 9/30)

The following percentage of time spent on the respective grant program for the reporting period specified is indicated below. This percentage is supported by time sheets and reflects actual work time.

GRANT PROGRAM	% OF TIME	DATES	
		FROM:	TO:
John Smith	50	10-01-13	3-31-14

CERTIFICATIONS

Employee has placed his/her signature below as certification of the above. Project Director or Supervisor places his/her signature below as concurrence of the above.

Employee Name	Employee Signature	Date
John Smith	<i>John Smith</i>	4-1-14
Project Director or Supervisor Name	Project Director or Supervisor Signature	Date
Jane Jones	<i>Jane Jones</i>	4-1-14

AUTHORITY: 1935 PA 59, as amended.

COMPLIANCE: Mandatory

PENALTY: Grant funds will be withheld if not returned to SCAO within 30 days of the end of the reporting period.

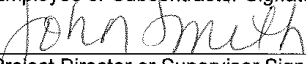

**BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT
EMPLOYEE CIVIL RIGHTS TRAINING FORM**

An Employee Civil Rights Training Form must be completed and signed for each grant-funded employee or subcontractor within 90 days of grant contract acceptance or date of hire for new employees/subcontractors.

Court Name 100 th Circuit Court	Grant Contract Number 000999
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As a condition of accepting Byrne JAG funding, all grant-funded employees and subcontractors are required to receive periodic training at least once every contract year regarding the responsibility to comply with applicable federal civil rights laws in their capacity as recipients of federal funds. The State Court Administrative Office is required to provide each awarded agency with the link to the Office of Civil Rights (OCR) training modules, found on OCR's website at: <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.

By signing this form, I certify that I have viewed the OCR training modules.

Employee or Subcontractor Name John Smith	Employee or Subcontractor Signature 	10-01-2013
Project Director or Supervisor Name Jane Jones	Project Director or Supervisor Signature 	Date 10-01-2013